**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
SAFE ROUTES TO SCHOOL PROGRAM**

**Application Form for SRTS Reimbursement Funding
Round 2**

Send completed applications to the Regional Planning Commission for your region. (See http://www.nharpc.org/index.php for information on the RPCs or contact the SRTS coordinator.)

Provide a copy to:
John W. Corrigan
Safe Routes to School Coordinator
N.H. Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

1. Applicant: Name of municipality and/or school district, address, telephone number and e-mail address:

2. Name, address, telephone number, and e-mail address of contact person

3. Identify by name, address, and title the individuals authorized to sign a binding agreement on behalf of the school, municipality, and/or other service provider.

4. Sponsoring Regional Planning Commission (RPCs will attach comments and recommendations)

5. This application is for:

___ Non-infrastructure

___ Infrastructure

___ Both

___ Startup (preliminary planning) funding (Skip to questions 7 and 21.)

Very briefly summarize (in three or fewer sentences) the projects and programs that will be funded if this application is approved:

Please note: This application form refers to sections of the Round 2 *Funding Criteria* and *Application Guidelines.* To avoid duplication of effort, applicants may submit the completed *Travel Plan* instead of providing the information requested in Sections 7 through 9. These documents are available on the NHSRTS Web site: http://www.nh.gov/dot/bureaus/planning/SRTS_home.htm or by contacting the coordinator.

6. Has the SRTS task force completed a **travel plan**? (1.a.1. of the *Funding Criteria*; Page 4 of the *Application Guidelines* 10 points)

___Yes
___ No

If a travel plan is attached to this application, you may skip to question # 10

7. Identify, by name and affiliation, the members of your **SRTS task force** (2.a. of the *Funding Criteria*, Page 4 of the *Application Guidelines* 10 points):

Name	Affiliation

8. Describe how this project addresses the first four of the "5Es:" Evaluation, Education, Encouragement, and Enforcement.

Evaluation: (1.a.1. of the *Funding Criteria*, Page 4 of the *Application Guidelines,* 10 points)

Education: (1.b. of the *Funding Criteria,* Page 5 of the *Application Guidelines*, 10 points)

Encouragement: (1.c. of the *Funding Criteria*, Page 5 of the *Application Guidelines*, 10 points)

Enforcement: (1.d. of the *Funding Criteria*, Page 7 of the *Application Guidelines,* 10 points)

9. Attach a description of infrastructure ("engineering," the 5th "E") projects: (Name, purpose, need, location, and project details.) Include a map of the project location, and describe how the project will encourage and enable safe walking and bicycle riding from home to school. *Projects must be ADA compliant, in order to be eligible for funding.* (1.e. of the *Funding Criteria*, Page 7-9 of the *Application Guidelines.* 10 points)

10. For infrastructure proposals, will project be municipally managed? ___Yes ___No (If not municipally managed, indicate who will manage the project, and provide full contact information.)

11.   Infrastructure reimbursement funding sought:

        a. Planning / Design / Engineering $

        b. Right-of-Way $

        c. Construction $

        d. Other (explain) $

        Total $

Attach a detailed budget estimate supporting each of the above figures**. (See the "Infrastructure" section on Page 7 of the *Application Guidelines* for a detailed explanation of the information to include in the estimate. Cost estimates should be prepared by a public works department staff member, town road agent or qualified engineering consultant.)**

12.   Non-infrastructure reimbursement funding sought:

        a. Evaluation $

        b. Education $

        c. Encouragement $

        d. Enforcement $

        Total non-infrastructure $

Attach a detailed budget estimate for each non-infrastructure element for which reimbursement is sought.

13. Describe the source and amount of any non-SRTS funds used in connection with the infrastructure and/or non-infrastructure projects. **(Do not include the requested reimbursable costs listed in the answers to Questions 11 and 12 above.)**

14. Attach documentation of support from governing bodies (2.b. of the *Funding Criteria*, Pages 2-3 of the *Application Guidelines*, 10 points):

Include letters of support from school and/or municipal body (or designee) with authority to enter into a formal agreement (school board, city council, board of aldermen, board of selectmen). Include documentation of local commitment to maintain any infrastructure.

15. Attach documentation (letters or survey results) of parental support (2.c. of the *Funding Criteria*, Page 5 of the *Application Guidelines,* 10 points).

16. Attach any letters of support from representatives of the educational community (2.d. of the *Funding Criteria*, Pages 2-3 of the *Application Guidelines,* 10 points).

17. Attach any letters of support from walking and bicycling organizations and other interested advocacy groups. (2.e. of the *Funding Criteria*, 10 points)

18. Timeline: Attach your project schedule, from start to finish. Indicate interim progress in months, beginning with the date of written authorization to incur reimbursable expenses.

19. Project Status: (Describe efforts completed to date or background on work efforts, including information about relationship of infrastructure projects to any existing transportation plan(s).)

20. Communities with limited resources. If you believe the community qualifies, submit evidence to support your position. (See *Funding Criteria* and Page 9 of the *Application Guidelines* for details)

21. Startup funding. If you are applying for the startup funding described on Page 3 of the Round 2 *Funding Criteria*, provide the names and positions of members the local task force in Question 7 above. Describe how the startup funds will be used for surveys, preparing a travel plan, and initial education, encouragement enforcement programs as well as any preliminary planning for infrastructure projects. Submit a detailed budget for up to $5,000. (See funding criteria for details.)

Please note: The N.H. Department of Transportation treats SRTS applications as public documents. If you believe that part of the application is exempt from the state Right-to-Know law, identify the section and explain why the information should be confidential under RSA 91-A:5.

Applicants are encouraged to submit an electronic file as well as a hard copy of the application. Applications will be photocopied for distribution to members of the Statewide Advisory Committee. Please submit the application on standard 8 ½" by 11" sheets without any type of binding.

Applications must be received at the NHDOT by 4 p.m. on the closing date for the application period.